

READING REGIONAL AIRPORT AUTHORITY

APRIL 14, 2009 MEETING MINUTES

MEMBERS PRESENT

Dr. S. Ronald Miller, Vice Chairman
Gerard G. Johnson, Treasurer
Craig Lutz, Asst Sec/Treas.
Jeff Schatz, Asst. Sec/Treas.
William Roberts, Esq., Asst Sec/Treas.
Steve McCracken, Board Member

ALSO PRESENT

Terry P. Sroka, Airport Manager	Louise B. Grim, Recording Secretary
John Roland, Roland & Schlegel, LLC	Darren Betters AFCE
Brian Potts, Bern Twp. Manager	Peter Woods, Millennium Aviation
Bob Keith, Reading Aero Club	Don Spatz, Reading Eagle
Vaughn Spencer, Chairman, Reading City Council	Thomas Willson

The April 14, 2009 meeting of the Reading Regional Airport Authority was held in the Administration Office of the Reading Regional Airport. Dr. Miller, Vice Chairman, called the meeting to order at 8:15 a.m.

The minutes of the March 10, 2009 Authority meeting were approved as distributed.

PUBLIC COMMENTS

Mr. Spencer asked what happen to the plaque for the 2000 Terminal Renovations and Addition that was on display in the lobby of the terminal building. Mr. Sroka said that he was directed by the Board to remove the plaque after the engineer was indicted for the misappropriation of federal funds. Mr. Spencer said that there were people who were innocent on the plaque and not involved in that situation. Dr. Miller said that there hasn't been discussion to replace the plaque but it could be discussed at a later date.

TREASURER'S REPORT

Mr. Johnson reviewed with the Board the quarterly cost center reports for the second quarter of Fiscal 2009.

Mr. Johnson moved and Mr. McCracken seconded the motion to approve Resolution No. 2009-04 approving disbursements for March, 2009. The Board unanimously approved the motion.

He reported that he has reviewed the quarterly bank reconciliations as required by the auditor's report for Fiscal Year 2008. He commented that the new accounting system automatically generated a bank reconciliation that is proven against the general ledger's cash account.

The Accounts Receivable Ageing Analysis Report was reviewed. Ms. Grim reported that a letter was sent to Riveredge giving them 5 days to pay their delinquent balance or the Reading Area Water Authority would be notified to shut off their water. One half of their delinquent balance was paid with the promise to pay the remaining balance on the 16th of the month.

SOLICITOR'S REPORT

Mr. Roland presented the Right to Know Policy for the authority's adoption. Mr. Johnson moved and Mr. Schatz seconded the motion. Dr. Miller asked if this was a "cookie cutter" version of the policy. Mr. Roland said the information was gathered from the Pennsylvania Office of Open Records. Mr. Johnson asked how the fees were established. Mr. Schatz said the fees are set by the state. The Board unanimously approved the motion.

AIRPORT MANAGER'S REPORT

Mr. Sroka's report is attached. He reviewed the Airport Liability Risk Control Survey as prepared by Richard Afrikian, for ACE, USA, our liability insurance carrier. Mr. Johnson recommended that the report be consolidated for Board presentation.

ENGINEER'S REPORT

Mr. Oscarson's report is attached.

NEW BUSINESS

Mr. Sroka said he received a Right Of Way Agreement for D & E Communication for installation of underground cable on MacArthur Road. The solicitor has reviewed the agreement. Mr. Sroka was directed to execute the agreement.

May 22nd a meeting with state representatives has been scheduled to discuss possible state funding of various projects at the airport. The Board members are invited to attend the meeting.

Mr. Schatz reported he attended a seminar recently that was on the stimulus package and possible funding for municipalities and airports. He suggested Mr. Sroka find out more information on possible federal funding.

Dr. Miller asked Mr. Oscarson how long Runway 18/36 would be closed when the Runway 18/36 Runway Overlay project begins. Mr. Oscarson said he would do some research to find the answer.

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Mr. Roberts asked if there are any new developments on the sale of property to the BCIDA. Mr. Sroka said the airport is waiting for the new property appraisals to forward them to the FAA.

The next monthly meeting of the Reading Regional Airport Authority will be held Tuesday May 12, 2009 at 8:15 a.m. in the Administration Office of the Reading Regional Airport.

Mr. Lutz moved to adjourn the meeting at 8:50 a.m.

READING REGIONAL AIRPORT AUTHORITY

RESOLUTION NO. 2009-04

WHEREAS, the Reading Regional Airport Authority has reviewed and approved the disbursements listed on the Check History Report dated March 31, 2009

NOW, THEREFORE, BE IT RESOLVED as follows:

RESOLVED that check numbers 973, 974 and 38426 through 38493 and payment transfers for insurance and bank fees and sales tax in the amount of \$1,934.96 are hereby approved for payment.

Date: 3/___/09

READING REGIONAL AIRPORT AUTHORITY RIGHT-TO-KNOW POLICY FOR PUBLIC RECORDS

I. Introduction

Reading Regional Airport Authority (the "Local Agency") is a local agency for purposes of the recent amendments to the Commonwealth of Pennsylvania's Right-to-Know Law, 65 P.S. § 66.1 et seq.

All local agencies shall provide public records in accordance with the Right-to-Know Law. Therefore, any record in the possession of the Local Agency shall be presumed to be a public record, except in the following circumstances:

- (a) The record is exempt under Section 708 of the Right-to-Know Law;
- (b) The record is protected by the attorney-work product doctrine, the attorney-client privilege, or other privilege recognized by the laws of the Commonwealth of Pennsylvania (i.e., statute or case law); or
- (c) The record is exempt from disclosure under any other federal or state law or regulation, or judicial order or decree.

Records are broadly defined under the Right-to-Know Law. The term includes a document, paper, letter, map, book, tape, photograph, film or sound recording, information stored or maintained electronically, and a data-processed or image-processed document.

Requests for public records can be made by any person who is a legal resident of the United States, including resident aliens. Requests to the Local Agency can also be made by other local agencies, Commonwealth agencies (e.g., The Department of the Auditor General or the Treasury Department), judicial agencies (i.e., the courts), or legislative agencies (e.g., the Senate and House of Representatives).

II. Access and Procedure

Requesters must make requests for access to records in writing. A written request for access to records may be submitted in person, by mail, by e-mail, or by facsimile.

The Local Agency has designated its Director of Administration, Louise Grim, to act as the Open-Records Officer ("Officer"). The Officer's contact information is set forth below:

Open Records Officer
Reading Regional Airport Authority
2501 Bernville Road
Reading, PA 19605
Phone: (610) 372-4666
Fax: (610) 372-4811
Email: LGrim@readingairport.org

Questions regarding this policy may be directed to the Officer at the telephone or e-mail address listed above.

All written requests must be addressed to the Officer. In the event that a written request for records is addressed to a Local Agency representative other than the Officer, the Local Agency representative is hereby directed to promptly forward such requests to the Officer.

Written requests should identify or describe the record sought with sufficient specificity to enable the Local Agency to ascertain which records are being requested. Unless otherwise required by law, a written request need not include any explanation of the requester's reason for requesting the records or the intended use of such records. The form which shall be used to file a request is attached hereto as Exhibit A. The Local Agency shall assign a tracking number to each filed form so as to track the Local Agency's progress in responding to requests under the new Right-to-Know Law.

Prior to granting a request for access in accordance with the Right-to-Know Law, the Local Agency may require a requester to prepay an estimate of the fees authorized by law if the fees required to fulfill the request are expected to exceed \$100.00. The fees payable in a record request shall be as follows:

Fees

If a written request for records is granted in whole or in part, the following fees will be charged to the requester:

<u>Record Type</u>	<u>Fee</u>
Copies	\$0.25 per page
Certified Record Surcharge	\$1.00 per record
Redaction	No Charge
Other costs	Actual cost
Postage:	
Records fitting into standard letter envelope	No charge
Other types of mailing	Actual cost

A "photocopy" is either a single-sided copy or one side of a double-sided copy of a standard 8.5" x 11" page. As noted above, the Local Agency may require a requester to prepay an estimate of the fees listed above if the fees required to fulfill the request are expected to exceed \$100, including prepayment of delinquent fees from a prior request. All costs must be paid by check or money order payable to the Local Agency.

Except as otherwise provided by statute, no other fees may be imposed unless the Local Agency necessarily incurs costs for complying with the request, and such fees must be reasonable.

In all circumstances, the requester must agree to pay applicable fees authorized by the new Right-to-Know Law, such as (but not limited to) postage (not to exceed actual cost of mailing), duplication and certification. **All applicable fees shall be paid before a requester receives access to the record(s) requested.**

A record being provided to a requester shall be provided in the medium requested if it exists in that medium; otherwise, it shall be provided in the medium in which it exists. **The Local Agency shall not be required to create a record that does not currently exist or to otherwise compile, maintain, format or organize a record in a manner in which it does not currently compile, maintain, format or organize such record.** The Local Agency may impose reasonable fees for official certification of copies if the certification is at the behest of the requester and for the purpose of legally verifying the public record.

Upon receipt of a written request for a public record, the Officer shall do the following:

- (a) Note the date of the receipt on the written request;
- (b) Compute the day on which the five-day period (see discussion of Response, below) will expire, and make a notation of that date on the written request; and
- (c) Create a file for the retention of the original request, a copy of the response, a record of written communications with the requester, and a copy of other communications.

III. Local Agency's Response

Upon receipt of a written request for access to a record, the Local Agency shall make a good faith effort to determine if the record requested is a public record and whether the Local Agency has possession, custody or control of the identified record. When doing so, the Local Agency will respond as promptly as possible under the circumstances existing at the time of the request. **Under the Right-to-Know Law, the Local Agency must send a response within five (5) business days of receipt of the written request for access, or else the written request shall be deemed denied.** For purposes of this policy, a business day is any Monday, Tuesday, Wednesday, Thursday or Friday, except those days when the Local Agency's office is closed for all or part of a day due to a holiday.

Upon receipt of a written request for access, the Officer shall determine if one of the following applies:

- (a) The request for access requires redaction of a record in accordance with the Right-to-Know Law;
- (b) The request for access requires the retrieval of a record stored in a remote location;
- (c) A timely response to the request for access can not be accomplished due to bona fide and specified staffing limitations;
- (d) A legal review is necessary to determine whether the record is a record subject to access under the Right-to-Know Law;

- (e) The requester has not complied with the Local Agency's policies regarding access to records;
- (f) The requester refuses to pay applicable fees authorized by the Right-to-Know Law; or
- (g) The extent or nature of the request precludes a response within the required time period of five (5) business days.

Upon a determination that one of the factors listed above applies, the Officer shall send written notice to the requester within five (5) business days of receipt of the request for access. The notice shall include a statement notifying the requester that the request for access is being reviewed, the reason for the review, a reasonable date that a response is expected to be provided, and an estimate of applicable fees owed when the record becomes available. Information that the Local Agency redacts in accordance with the Right-to-Know Law shall be deemed a denial.

If the date that a response is expected to be provided is in excess of thirty (30) calendar days, following the five (5) business days allowed for above, the request for access shall be deemed denied unless the requester has agreed in writing to an extension to the date specified in the notice. If the requester agrees to the extension, the request shall be deemed denied on the day following the date specified in the notice if the Local Agency has not provided a response by that date.

For purposes of this policy, the "mailing date" shall be the date affixed to a: (1) response from the Officer to a request, which is to be the date the response is deposited in the U.S. mail; (2) final determination from the Officer, which is to be the date the final determination is deposited in the U.S. mail.

Notwithstanding anything contained in this Policy to the contrary, the Local Agency may deny a requester access to a record if the requester has made repeated requests for that same record and the repeated requests have placed an unreasonable burden on the Local Agency.

IV. Appeal of Local Agency's Determination

If a written request for access to a record is denied or deemed denied, the requester may file an appeal with the Commonwealth of Pennsylvania's Office of Open Records within fifteen (15) business days of the mailing date of the Local Agency's response or within fifteen (15) business days of a deemed denial. The appeal shall state the grounds upon which the requester asserts that the record is a public record, and shall address any grounds stated by the Local Agency for delaying or denying the request.

The Office of Open Records has established an internet website with information relating to the Right-to-Know Law, including information on fees, advisory opinions and decisions, plus the name and address of all Open-Records Officers in the Commonwealth of Pennsylvania. For information on the Office of Open Records, requesters are referred to <http://openrecords.state.pa.us>.

V. Retention of Records

Nothing in the Right-to-Know Law shall be construed to modify, rescind or supersede the Municipal Records Act, 53 Pa.C.S.A. § 1381 et seq., or the Local Agency's lawfully adopted record retention and disposition policy. Moreover, nothing in the Right-to-Know Law shall be construed to require access to any computer of the Local Agency, or that of an individual or employee of the Local Agency.

EXHIBIT "A"

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: _____

REQUEST SUBMITTED BY: **E-MAIL** **U.S. MAIL** **FAX** **IN-PERSON**

NAME OF REQUESTOR: _____

STREET ADDRESS: _____

CITY/STATE/COUNTY (Required): _____

TELEPHONE (Optional): _____

RECORDS REQUESTED:

**Provide as much specific detail as possible so the agency can identify the information.*

DO YOU WANT COPIES? YES or NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

RIGHT TO KNOW OFFICER: _____

DATE RECEIVED BY THE AGENCY: _____

AGENCY FIVE (5)-DAY RESPONSE DUE: _____

**Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*

Manager's Report
April 14, 2009

We had our annual Airport Liability Risk Control Survey which was conducted on March 11 & 12th. Please find attached a copy of the report.

The sinkhole repairs on the north ramp have been completed.

The signage panel replacement project is completed.

We have begun crack sealing on taxiways which will continue through the summer.

Our annual FAA Certification Inspection is scheduled for May 11-13th.

I have been processing applications for Security Threat Assessments for all FBO's and airside tenants. This will also include terminal tenants under the Public Area access rule. The compliance date is June 1st.

I have met with Mid Atlantic Air Museum's coordinators and local emergency management personnel regarding the Security/Safety plan for the W.W.II weekend event.

The Rwy 13 RSA project is underway. Liberty Excavating has stripped all of the top soil and has begun the installation of the retention ponds along Van Reed Road. Due to the area being used a farm land for many years we have approximately 7,000 cubic feet of excess topsoil. We plan to sell the excess topsoil to defray the costs to improve soft spots under the new road bed.

MEMORANDUM

TO: Terry Sroka, Airport Manager

FROM: Bryan Oscarson, Project Manager

DATE: April 8, 2009

RE: Reading Regional Airport
Engineer's Report for March 2009

CONTRACT SUMMARY

<u>Task</u>	<u>Description</u>	<u>Status</u>
Task 1:	Airport Capital Improvements Plan	Complete
Task 2:	RW 18 RSA Improvements-Final Design	97%
Task 3:	Hangar 501 Demolition-Section 106 Consultation	Complete
Task 4:	Ad Hoc Services	Active
Task 5:	RW 13-31 Safety Area Feasibility Study	Complete
Task 6:	RW 18 RSA Improvements-Construction Phase Services	99%
Task 7:	RW 13 RSA Improvements-EA/Eng/Design	98%
Task 8:	Hangar 501 Demolition-Construction Inspection	99%
Task 9:	RW 13 RSA Improvements-Construction Phase Services	15%
Task 10:	Rehabilitation Runway 18-36 Pavement - Design	1%

MONTHLY REPORT FOR OPEN/ACTIVE TASKS

Task 2: Runway 18 RSA Improvements - Final Engineering/Design

- Work in Progress (February)
 - Coordination with Bern Township
- Next Steps (April/May)
 - Obtain Final Land Development Plan approval from Bern Township and record the plans.
 - Provide documentation to vacate/dedicate Leisch's Bridge Road.
 - Close-out Task 2

- Issues/Actions Being Taken
 - Township requested as-built plans prior to final inspection. The Contractor submitted as-built plans for review.

Task 4: Ad Hoc Services

- Work in Progress (March)
 - Provide RRAA with information to support need for Runway 13 Approach Lighting System project that has stalled with FAA.
- Next Steps (April)
 - Provide RRAA with graphics and support in preparation for May meeting with State Senator's Office to discuss Runway 13 Approach Lighting System and other Airport projects.
- Issues/Actions Being Taken
 - None

Task 6: Runway 18 RSA Improvements - Construction Phase Services

- Work in Progress (March)
 - FAA installed/calibrated electronic equipment
- Next Steps (April)
 - FAA is awaiting notification of flight check to re-commission the Runway 36 ILS
- Issues/Actions Being Taken
 - Site improvements are being undertaken "at-risk" until we have final land development plan approval and the plans are recorded with Bern Township.

Task 7: Runway 13-31 Safety Area Improvements (E/A & Design)

- Work in Progress (March)
 - None
- Next Steps (April)
 - Begin design of EMAS (site prep only)
- Issues/Actions Being Taken
 - None

Task 8: Hangar 501 Demolition - Construction Inspection

- Work in Progress (March)
 - None
- Next Steps (April)
 - Coordinate with contractor to complete punch list
 - Close-out Task 8
- Issues/Actions Being Taken
 - None

Task 9: Runway 13 RSA Improvements - Construction Phase Services

- Work in Progress (March)
 - Reviewed contractor schedule
 - Responded to Contractor Requests for Information
 - Review contractor submittals
 - Commenced with construction
 - Commence with Erosion & Sedimentation Control measures (80% Complete)
 - Topsoil stripped and stockpiled (50% Complete)
 - Sedimentation Basin construction (50% Complete)
 - Site Excavation (10% Complete)
- Next Steps (April)
 - Review contractor submittals
 - Review contractor change order
- Issues/Actions Being Taken
 - A change order from the contractor may be needed to address modifications to the project as requested by Bern Township and the utility companies (after the project was bid).
 - Approximately 7,000 CY topsoil surplus excavated.
 - Soft soil area exposed, analyzed, and solution to reinforce is being implemented.

Task 10: Rehabilitation Runway 18-36 Pavement (Design)

- Work in Progress (March)
 - Prepared sub-consultant task authorizations
- Next Steps (April)
 - Project Kick-Off
 - Initiate field work (survey, borings, non-destructive pavement analysis)
- Issues/Actions Being Taken
 - None

Project Administration

- Work in Progress (March)
 - Prepared a Project Engineer's Report for February
 - Attended the March board meeting
- Next Steps (April)
 - Prepare invoices and a Project Engineer's report for March.
 - Attend the April board meeting

If you have any questions or concerns, please call me directly at (215) 399-4333.